

# SITE DEVELOPMENT PERMIT APPLICATION PLAN SET REQUIREMENTS

## GENERAL FORMATTING REQUIREMENTS

- 01. Sheet size must be 24" x 36" with an option of also providing 11" x 17"
- 02. Each page of the plan set to include:
  - Sequential numbering in the lower right-hand corner of each page
  - An engineering scale bar
  - Two 4" high x 6" wide spaces for Planner and Public Works Engineer signature blocks, placed in the same location on every page
  - The stamp, signature, and signature date of a civil engineer licensed in the State of Washington
  - The north arrow (on all site related sheets)
  - The stamp of a professional land surveyor licensed in the State of Washington (for any existing conditions plan sheets and sheets with boundary survey information)
  - The One-Call number (811 or 1-800-424-5555)
- 03. Scale not to exceed 1":50' (1":20' preferred)
  - Vertical scale of 1":5' maximum
- 04. Include a title block on each plan sheet that includes the following:
  - Name, address, and phone number of the firm or individual preparing the plan
  - Sheet title (e.g., road and drainage, grading, erosion and sediment control, stormwater pollution prevention and spill control)
  - A revision block
  - Project name and date of submittal
  - A blank space to put the Site Development Permit Number once assigned
  - Page (of pages) numbering
- 05. Drafting details and site improvement plans should use the City of Sammamish Standard Map Symbols as appropriate
- 06. Show contour Intervals of 2'
- 07. Include elevations within 50' of subject site
- 08. Label and delineate all critical areas, critical area buffers, and critical area building setbacks
- 09. Provide matched sheet number for all match lines
- 10. Indicate all division/phase lines and proposed limits of construction under the permit application
- 11. Provide the standard drainage plan notes that apply to the project (see Reference Section 7-B of the [2016 King County Surface Water Design Manual](#))

## 1. TITLE SHEET (FOR EACH SUBMITTAL)

- 01. Include project name, land use permit number (if applicable), and a blank space to put the Site Development Permit Number once assigned

**Title Sheet items continued on next page**

# SITE DEVELOPMENT PERMIT APPLICATION PLAN SET REQUIREMENTS

## 1. TITLE SHEET (CONTINUED)

- 02. Provide an overall site plan that is indexed to the detail plan sheets and includes:
  - The complete property area development
  - Right-of-way information
  - Street names and road classification
  - All project phasing and proposed division boundaries
  - All natural & proposed drainage collection and conveyance systems (catch basin numbers shown)
  - Fire hydrant locations
- 03. Legal description
- 04. Provide a vicinity map of proposed development
- 05. Include a sheet index with page number of total pages and correlation to page ID
- 06. Provide a table that includes the following:
  - Total acres & square feet per lot
  - Total Number of Dwelling Units
  - Total Gross Floor Area and Total Net Floor Area
  - Total Parking & Loading Spaces
  - Total Impervious Surfaces (detailing total existing, net new, and total new and replaced)
  - Zoning Designation
  - Land Uses of N, S, E, W of Site
  - Parcel # (Section, Township, & Range)
  - Total disturbed area
  - Percentage lot that is impervious (if within a critical drainage area)
- 07. Include the name and phone number for the following:
  - Certified Erosion & Sediment Control Lead (CESCL)
  - Surveyor
  - Owner/agent
  - Applicant
  - Engineering firm preparing the plans (company logos acceptable)
  - Utility field contacts (e.g., water, sanitary sewer, gas, power, telephone, and TV)
- 08. Include a statement that mailbox locations have been designated or approved by the U.S. Postal Service (where required)

## 2. SUBDIVISION/SHORT SUBDIVISION CONDITIONS & GENERAL NOTES

- 01. Include the land use permit number, vesting date, and approval date
- 02. Include the conditions of approval from the Preliminary Plat/Short Plat Approval
- 03. Provide the City of Sammamish General Notes

# SITE DEVELOPMENT PERMIT APPLICATION PLAN SET REQUIREMENTS

## 3. EXISTING CONDITIONS & TREE SURVEY PLAN

- 01. Show the existing parcel boundary and provide neighboring parcel numbers
- 02. Show existing impervious surfaces (indicate asphalt, gravel, etc.)
- 03. Show existing structures (include demolition, if applicable)
- 04. Include the existing utilities on-site and along frontage
- 05. Vertical datum
  - All plans are to be based on the North American Vertical Datum of 1988 (NAVD88)
  - Datum must be tied to at least one King County Survey Control Network benchmark
  - If no benchmark within ½ mile of property or 250 feet or greater of total vertical distance, a temporary benchmark may be assumed
- 06. Horizontal Control
  - Minimum of 2 King County Survey Horizontal Control monuments
  - All plans are to be based on the North American Datum of 83/91 (NAD83/91)
  - If two horizontal control monuments do not exist within one mile of the project, an assumed or alternate coordinate base and basis of bearings may be used.
- 07. Show existing significant trees on site, along frontage, and any trees where drip line falls within the site boundary
- 08. Show the existing and proposed easements
- 09. Show all environmentally critical areas, buffers, and setbacks

## 4. HORIZONTAL CONTROL PLAN

- 01. Show the location of existing and proposed monuments
- 02. Show bearing and distance on all property lines
- 03. Vertical datum
  - All plans are to be based on the North American Vertical Datum of 1988 (NAVD88)
  - Datum must be tied to at least one King County Survey Control Network benchmark
  - If no benchmark within ½ mile of property or 250 feet or greater of total vertical distance, a temporary benchmark may be assumed
- 04. Horizontal Control
  - Minimum of 2 King County Survey Horizontal Control monuments
  - All plans are to be based on the North American Datum of 83/91 (NAD83/91)
  - If two horizontal control monuments do not exist within one mile of the project, an assumed or alternate coordinate base and basis of bearings may be used.
- 05. Show the proposed lot boundaries
- 06. Show all existing and proposed easements

# SITE DEVELOPMENT PERMIT APPLICATION PLAN SET REQUIREMENTS

## 5. GRADING & TEMPORARY EROSION CONTROL PLAN

- 01. Provide the City of Sammamish Standard Erosion Control and Stormwater Pollution Prevention and Spill Control Notes
- 02. Show critical areas and buffers
- 03. Include the existing and proposed grade contours
- 04. Show tree drip lines and tree protection fencing
- 05. Provide an Erosion Control Plan (see the [2016 King County Surface Water Design Manual Appendix D](#)) that includes the following:
  - The construction entrance
  - Location of stock piles
  - Catch basin inserts
  - Bank protection
  - Hydro-Seeding
  - Sedimentation Pond
  - TESC Details (clearing limits, silt fence, etc.)

## 6. DRAINAGE PLAN

- 01. Include the City of Sammamish Standard Drainage Notes
- 02. Show both existing and proposed storm water facilities
- 03. Show both existing and proposed contours
- 04. Include storm profiles with utility crossings
- 05. Provide storm water details
- 06. Include catch basin and grate type
- 07. Include sewer, water, and other utility plans
- 08. Show ponds including the following:
  - How the control structure agrees with the TIR
  - Debris barrier on inlet pipe
  - Secondary inlet jailhouse window
  - The emergency overflow structure
  - The access road
  - Fencing, if required
  - Landscaping per the drainage manual
  - Liner, if required
  - The control structure information plate
  - The pond sign

# SITE DEVELOPMENT PERMIT APPLICATION PLAN SET REQUIREMENTS

## 7. PAVING PLAN/PARKING PLAN

- 01. Public or Private Streets, driveways plans shall include the following:
  - City of Sammamish Standard Road Notes
  - Existing pavement (indicate asphalt, concrete, gravel, etc)
  - Proposed pavement
  - Road cross sections
  - Road profiles (include existing road profiles)
  - Signage and road striping
  - Existing and proposed mailbox locations
  - ADA curb ramp at intersections to follow WSDOT Std Plan F-40.10-01, or equivalent.
  
- 02. Parking lot plans shall include the following at a minimum:
  - Parking space and aisle dimensions
  - Parking stall count by type (i.e. compact, standard, ADA accessible)
  - Location of proposed loading / vanpool / carpool spaces
  - 18” stepping space adjacent to landscaped areas
  - Proposed parking lot lighting locations (including light fixture detail)
  - Parking lot surfacing cross section
  - Parking lot striping
  - Proposed wheel stop / curb locations
  - Fire lane striping
  - Bicycle facility location, bicycle space parking count
  - Pedestrian / bicycle circulation plan and site access
  - Walkway dimensions
  - ADA accessible pathways / ramps
  - Crosswalks

## 8. ILLUMINATION (PWS ARTICLE V)

- 01. Show existing lighting and indicate if it will be removed or relocated
- 02. Include the location of proposed lighting
- 03. Provide illumination details and notes

## 9. LANDSCAPING PLAN

- 01. Landscaping plan
  - Drawn on the same base map as the development plans
  - Certified by a Washington State registered Landscape Architect

**Landscaping plan items continued on next page**

# SITE DEVELOPMENT PERMIT APPLICATION PLAN SET REQUIREMENTS

## 9. LANDSCAPING PLAN (CONTINUED)

- 02. Show the total landscape area and separate hydro-zones
- 03. Show property lines and impervious surfaces
- 04. Note the location of proposed utilities (water, sewer, overhead electric/telephone, and stormwater)
- 05. Show all natural and manmade water features or bodies.
- 06. Show existing or proposed structures, fences, and retaining walls.
- 07. Show the existing and proposed grade
- 08. Include natural features or vegetation left in natural state.
- 09. Show designated recreational open space areas.
- 10. Show the landscaping within public and private right-of-ways
- 11. Show the parking lot area and the proposed number of parking stalls
- 12. Include landscaping square footage associated with the proposed parking
- 13. Note the number of trees associated with the proposed parking
- 14. Provide plant specifics, including:
  - Plant names (botanical/common)
  - Counts of individual plants
  - Plant sizes
  - Diameter/minimum height
  - Percentage of tree types (i.e. deciduous/coniferous)
- 15. Show proposed curbs or structural barriers to protect the plantings from vehicle overhang
- 16. Provide landscaping/planter strip details, including:
  - Plant installation
  - Root barrier per the [2016 Public Works Standards Figure 19.2](#) (document pg.115)
  - Compost/mulch treatments
- 17. Identify any Street Trees (see the [2016 Public Works Standards 15.2](#) (document pg. 90))
- 18. Provide a Table of Landscape Material/Mix Including:
  - Botanical/Common Name
  - Diameter Width
  - Percentage of Tree Types
- 19. Show structures including existing and proposed detention facilities
- 20. Show undisturbed vegetated areas
- 21. Identify open space and/or recreational space

# SITE DEVELOPMENT PERMIT APPLICATION PLAN SET REQUIREMENTS

## 10. TREE RETENTION PLAN

- 01. Provide tree identification tag numbers with corresponding inventory table, if required
- 02. Include the diameter of each tree and the actual tree drip line
- 03. Show clearing limits and location of TESC fencing
- 04. Show tree protection barriers
  - Must be installed five feet from the outer edge and completely encompass the drip line of trees identified for retention
  - Protection barriers must consist of fencing at least four feet high
  - Must be constructed of chain link or polyethylene laminar safety fencing or similar material
  - Include signs stating “Tree Protection Area”
- 05. Demonstrate long-term protection of trees identified for retention through the following:
  - Curbing or other physical barrier in areas used by vehicular traffic
  - Fencing around areas adjacent to areas not used by vehicular traffic
  - Temporary irrigation plan
  - Other protection means as approved by the director
- 06. Identify trees scheduled for future removal and/or removed within the past year, to the maximum extent feasible

## 11. MITIGATION PLAN As required by applicable land use conditions of approval

## 12. TRAFFIC CONTROL PLAN May be submitted prior to preconstruction meeting if working in public right of way